



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION OPS CENTER SPECIALIST II

Job Number: 20000699

Job Code: 24160V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/2002

Job Revised: 10/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists in the coordination of complex transportation control center communication systems on a shift schedule. Assists with the monitoring and managing of the professional operations of the velocity security system and camera surveillance of the Transportation Office Building and parking facilities. Independently makes decisions except in extreme emergency situations. Serves as assistant to the TOC Shift Supervisor; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of experience in security operations, in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations agency.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year -for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be currently certified as a LINK/NCIC (inquiry only) operator. Applicants and employees in this classification shall be required to submit fingerprints and pass a background check. Shall not have been convicted of any felony crime. Must maintain

any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains communication with Shift Supervisor regarding emergency or unusual incidents in progress and takes control of the system during these incidents. Assists in the evaluation of new or modified equipment Serves as back-up to the Shift Supervisor in their absence. Interprets statutes, regulations, KYTC policies and procedures relating to emergency management incidents. Prepares and compiles reports for compliance with state and federal regulation reporting requirements. Assists in performing necessary training of newly hired Transportation Operation Center Specialist I. Operates complex electronic communication systems. Follows daily command decisions involving Kentucky Transportation Cabinet, highway traffic safety, critical incidents and catastrophic conditions affecting the transportation system and the resources responsible for maintaining this system. Monitors video, traffic sensors and environmental systems to determine the occurrence of incidents such as fire, stalled vehicles, accidents, and malfunctioning equipment. Analyzes the magnitude of an incident and adjusts system controls in response to current conditions. Processes and logs two-way communications with Highway Safety Patrol Operators and highway district offices when required. Checks state and national crime database to inform Highway Safety Patrol Operators personnel of stranded or disabled vehicle information. Communicates with other state agencies including Emergency Management, Fire Marshal's Office, Natural Resources and Environmental Protection, and regional transportation operations centers. Initiates, updates, monitors and removes messages on computerized changeable dynamic message signs by way of remote access, providing the public with critical incidents and weather related events that effect major Kentucky roadways. Prepares input for electronic communications including CARS, web sites, traveler's information system and other information media. Serves as primary contact after normal business hours for employees using state vehicles if the vehicle becomes disabled. Provides call-out service for Highway District Offices after normal business work hours. Monitors and operates Transportation Office Building video security surveillance equipment. Provides notification of severe weather to the public and/or local officials. Provides assistance to visitors and employees utilizing the TCOB parking facilities and grounds

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Shift work is typically performed in an office setting. High levels of stress may be encountered during emergency situations.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.